

3 December 1953

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Mr. [REDACTED]

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Considering that we have provided few specific guides, Miss [REDACTED] has done a commendable job. Most significant, she is thinking in terms of an over-all program and the man hours involved.

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I agree with Messrs. [REDACTED], her plan is hazy in some areas and in others it conflicts with concepts developed by us since we conducted the training program. For example, [REDACTED]'s plans for a centralized Forms Management Program differs entirely from the decentralized concept outlined by Mr. [REDACTED] during the training course. The need for classification is evident. Furthermore, we must keep interest alive in areas until we can physically assist the ARO's with the establishment of programs. Again - as voiced by others - guidance material is a must!

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With respect specifically to Reports and Correspondence Management, I feel that Miss [REDACTED] plan is in error as follows:

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a. I do not visualize that 80 man hours will be required to train personnel on reports management.

b. I question whether 12 hours will be expended weekly on reports management.

c. There is no provision for developing and using form and pattern correspondence.

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